

Subject: Re: Fwd: 2017 Administration Contract for Little Tokyo Business Improvement District
From: Ellen Endo
Date: 10/25/17, 2:22 AM
To: Rita Moreno

Hi Rita,

I just returned from Japan and will return the necessary items today (Wednesday). Your guidance is appreciated.

Ellen

[Sent from Yahoo Mail for iPhone](#)

On Tuesday, October 24, 2017, 11:51 AM, Rita Moreno <rita.moreno@lacity.org> wrote:

Ellen,

We cannot proceed without completing the items listed below. Please let me know if you need assistance.

Thank you.

Rita

----- Forwarded message -----

From: **Rita Moreno** <rita.moreno@lacity.org>

Date: Fri, Oct 6, 2017 at 4:13 PM

Subject: Re: 2017 Administration Contract for Little Tokyo Business Improvement District

To: ellenendo@yahoo.com

Hi Ellen,

I received the signed contract and am processing it for signatures and attestation on our end. In the meantime, there are a couple of documents needed to finalize the contract.

1. It is required that you complete the Slavery Disclosure Ordinance form on BAVN. If you've already done so, please provide me with your BAVN Company ID number, or the exact Contractor Name as listed as I was unable to find it.

2. It is required that the Association maintain an active Business Tax Registration Certificate (BTRC). I looked it up under "Lil Tokyo", "Lil' Toko" and "Little Tokyo", but was unable to find one. I'm sure you have one since you have been receiving your assessment funds up to this point. Please submit a copy of your certificate. If you can't find it, provide me with the number so that I can look it up.

3. The waiver for Workers Comp insurance expired on 5/09/17. Please sign and date the attached form, and return to me via email.

Let me know if you have any questions.

Enjoy the holiday weekend!

Rita

On Thu, Sep 21, 2017 at 5:03 PM, Rita Moreno <rita.moreno@lacity.org> wrote:

Hi Ellen,

I am your newly assigned BID Analyst in the City Clerk's office. Please see the message below and the attachments. You should have received the hard copies by now.

Let me know you received this message and whether you have any questions. I'd like to have this contract executed as quickly as possible.

Thank you.

Rita

----- Forwarded message -----

From: **Rita Moreno** <rita.moreno@lacity.org>

Date: Fri, Sep 8, 2017 at 1:08 PM

Subject: 2017 Administration Contract for Little Tokyo Business Improvement District
To: board@visittokyo.com

Dear Ms Endo and Ms Kumamoto,

The 2017 contract for administration services for the Little Tokyo Business Improvement District is ready for signatures. You will receive two copies via USPS together with the required forms, in compliance with the standard provisions for city contracts, and additional forms needed.

Once you review the contract and standard provisions, you both must sign both original copies. Ms Endo can then complete and sign all required forms, which are to be submitted with the two original contract copies. See the cover letter for additional required documents and instructions.

Given that we are nearing the end of 2017, your expeditious response is appreciated. For your convenience, I have attached all documents to this email message. The forms are fillable and can be completed electronically then printed and signed.

Thank you and let me know if you have any questions or concerns.

Thank you.

Rita

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Rita Moreno
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